

		PIA Marketing Division POLICY DIRECTIVE	
Section Title:		Section Number:	
SUBJECT: PROCEDURE: Customer Waiver Process for Modular Office Furniture.		Sequential Number: Issue Date: May 20, 2003	
Revision Number: 003		Revision Date: June 8, 2005	

POLICY:

Paragraph 2807(b) of the Penal Code mandates that all things produced by the Prison Industry Authority (PIA) shall be purchased by the State or any agency thereof. It further requires that State agencies shall make maximum utilization of such products and shall consult with PIA to develop new products to meet their needs.

State agencies may be granted waivers by the PIA to procure products from other sources when justified. If the product involved is not made by PIA or if PIA cannot make items for economical or technical reasons, a waiver may be granted for outside procurement. For all such requests the PIA Waiver Request form must be completed and submitted to PIA. No outside procurement may take place without an approved PIA Waiver Request. All approved requests must be maintained in the requesting department's procurement transaction file as proof of approval.

Waiver requests for Modular Office Systems furniture require additional review.

Waiver Request Instructions for Modular Furniture

- A. Submit a PIA **Request for Modular Systems Furniture (MSF)** form (Revision 05/03) by fax to (916) 358-2663 or by mail to 560 E. Natoma Street, Folsom, CA 95630, Attention Product Manager, Office Systems. The form is available on the PIA web site at www.pia.ca.gov. The form must be completely filled out.
- B. PIA will review the project and it will be accepted, accepted conditionally, or referred to a contract vendor. Whenever possible a determination as to whether or not PIA will accept the project or refer it will be made within 24 hours of receipt of the request. If additional information is required, the decision will be delayed until the information has been received.
- C. If the project is accepted (See D for exceptions) or referred to a contract vendor, a PIA Waiver Request Form will **not** be required. If a project is accepted conditionally, PIA will return the Request for Modular Systems Furniture (MSF) form as accepted with a condition. For example if the estimated installation date was not achievable, PIA would indicate a realistic date. If the offered date were not acceptable to the agency, the Waiver Process outlined in D would be applicable.
- D. If, after the review, the project is accepted by PIA and the Agency then wants a waiver for the project, a Waiver Request Form must be submitted following the procedures set forth below.

- a. Contact the PIA Sales Branch at (916) 358-2733 to request a Waiver Request Form or visit the PIA website at www.pia.ca.gov. The Waiver Request Form should be completed by the Agency funding the project. For example, if the Department of General Services is funding the project, including the furniture; DGS would submit the waiver request. If the user Agency/Department is funding the project, they would request the waiver.
 - b. Complete the PIA Waiver Request Form in its entirety and mail to the PIA Sales Branch at 560 East Natoma Street, Folsom, CA 95630-0040. All the information on the waiver request form must be completed before it can be reviewed. Expedited requests may be faxed to (916) 358-2660.
 - c. Once a determination has been made, the waiver request will be faxed back to the requestor. This constitutes written confirmation of approval or denial and the document must be maintained in the requesting department's procurement transaction file as proof of waiver determination.
 - d. If the procurement will be conducted by DGS, or uses one of the existing State Contracts for Modular Systems Furniture, a copy of the waiver approval must be attached to the transmittal of the Purchase Estimate, Std. 66 to DGS.
 - e. If a waiver request is denied, customers will be contacted by the Office Systems Product Manager or a Sales Representative. A denied waiver letter will be sent to the requestor with original signatures.
- E. The Project Review and any subsequent waiver approval are valid for the project as described on the Project Review Form. If there are changes in the scope of work or if the scheduled installation is delayed by more than 90 days from the original estimated installation, a new Project Review Form must be submitted for review. If for example, a waiver is granted based on the reuse of existing furniture and subsequently this is determined to not be feasible, a new request for the purchase of new furniture would be required. Also, if a waiver is granted for the use of a different type of modular furniture, such as a tile and frame system, and subsequently it is determined that the project will be designed using conventional modular furniture, a new Project Review Request would be required.

If additional information is needed, please contact the Office Systems Product Manager at (916) 358-2024 or the Sales Department at (916) 358-2733.